



REQUEST FOR PROPOSALS

MoSTEMWINs Curriculum Evaluation Services

Issued: October 2, 2016 thru October 17, 2016 c.o.b. 4 pm CST

The Missouri Community College Association (MCCA) is the central administering agency for MoSTEMWINs, a secured \$19.7 million U.S. Department of Labor grant-funded project that is being implemented on 13 public two-year college campuses throughout the state. Through this request for proposals (RFP), MCCA seeks Curriculum Evaluation Services to be performed in compliance with reporting as required by the grant SGA requirements. MCCA is interested in obtaining proposals from qualified entities able to perform curriculum evaluation services for the MoSTEMWINs grant programs of study.

General Information

MoSTEMWINs is a consortium through which thirteen of Missouri's community colleges and State Technical College (hereinafter "consortium colleges") have developed or enhanced STEM related training and educational programs of study to expand educational access from a target population of low-skilled adults, TAA/dislocated workers, unemployed, underemployed and veteran individuals (hereinafter "target population") in order to attain industry credentials in support of in demand STEM occupations throughout Missouri.

The curriculum evaluation entity will serve as the MoSTEMWINs lead curriculum evaluation coordinator among the consortium colleges determining the consortium evaluation processes with an established evaluation work plan timeline accounting for the entire curriculum review evaluation process. It is estimated some 35 to 40 programs of study will require a third party subject matter expert to perform a curriculum evaluation in support of five STEM industry programs: information technology, health care, advanced manufacturing, bio sciences, and transportation including logistics. Many of these programs of study are duplicative in nature and will allow coordinated evaluations to be performed with one third party subject matter expert. Subject matter experts (SMEs) are individuals with demonstrated experience in developing and/or implementing similar deliverables. These experts could include higher education peers, such as representatives from neighboring education and training providers. Consortium colleges have allotted funds within their respective grant budgets for these independent evaluations.

The curriculum evaluation entity will work with the MCCA MoWINs Grants Director. Data will be collected throughout the curriculum evaluation process and presented to the grant director, grant management team and consortium grant implementers. The final report will be submitted to the Department of Labor, Employment & Training Administration as part of the overall grant project reporting requirements.

MoSTEMWINs Grant Program Evaluation Service Requirements

*Where Missouri's community colleges unite
for advocacy, information, education, and networking.*

Establish a curriculum evaluation systematic process complete with work plan and timeline for all MoSTEMWINs grant programs of study products.

Meet with key community college personnel, selected MCCA councils and consortium grant management and implementers in launching the curriculum evaluation process and methodology introduction, templates, and timeline.

Inventory and review all program of study products - curriculum, course descriptions, course objectives, and learning outcomes to assess how well the current curriculum aligns with the identified knowledge, skills and competencies.

Identify and assign third party subject matter experts to programs of study and aid the colleges in securing their respective SME resumes and contracts, etc.

Orient/train the SMEs on the curriculum evaluation process, methodology, work plan timeline, templates and standard evaluation written reports. Curriculum evaluations at a minimum should focus on:

- Program or student learning outcomes
- Appropriate course objectives
- Whether or not learning outcomes are linked to course objectives,
- The standards of the instructional materials and lab resources for each course.
- The levels by which learning activities promote achievement of the course objectives
- The extent that learning objectives measure and link to the industry standards
- Evidence of industry input into the program design.

Manage the colleges and SMEs to ensure milestones and deliverables are in compliance with the curriculum evaluation work plan timeline.

Provide a written narrative to be included with the DOL/ETA Quarterly and Annual Performance Reports on findings, program evaluation implementation and adjustments needed to achieve successful outcomes.

Provide written recommendations of institutionalizing aspects of the reviewed curricula and instructional design of the MoSTEMWINs programs that have been proven most successful.

Period of Performance

The period of performance will be up to and no more than 18 months from the date the contract is awarded and includes all necessary start-up, implementation, and close-out activities.

Estimated contract award on or before November 1, 2016 with a reporting period through May 31, 2018.

Travel

The curriculum evaluation entity may require site visits to the various colleges, attendance at statewide meetings in support of the project to launch the project, orient and train SMEs, and provide project report outs and other grant related events. Please budget accordingly.

Curriculum Evaluation Entity Qualifications

- A. Describe your qualifications including:
- a. Background, proven success and experience in curriculum evaluation and instructional design, with particular emphasis on experience with institutions of higher education. If such work is limited, please describe work that is similar in nature and scale to what might be required by MCCA.
 - b. The size of your entity and qualifications of key personnel who would work with MCCA. Include education, certifications, work experience, training and tenure with your entity.
 - c. All services required for this project should be completed no later than May 31, 2018. Responding entities should include information about their ability to ensure financial and human resource stability for the duration of the service contract.
- B. List three clients in the higher education field (preferably community colleges with TAACCCT grants) for whom similar work has been performed and provide a brief description of the services you provided. Please describe any projects that are similar in nature, size and complexity to this project.
- C. What is the location of the office(s) from which you would be staffing this effort?
- D. Describe your entity's mission statement or general operating philosophy. How is your entity unique? What are your demonstrated areas of strength?
- E. Provide a list of three references with contact information - preferably from colleges and universities - for work performed within the last three years.
- F. Provide a list of conflicts of interest or potential conflicts of interest related to any work that may be required as a result of the RFP (see below). The list should indicate the name of the party, the relationship and a description of the conflict.
- G. Must be in good standing and not on the SAM.gov list of sub-awardees and contractors for goods and services who have been debarred or suspended from receiving Federal Funds. Further, the entity must perform its due diligence and ensure that is not doing business with any sub-awards and contractors that have been "debarred or suspended or otherwise excluded from or ineligible for participant in Federal assistance programs or activities."

Application Review and Criteria

Each bid proposal for consideration will be reviewed and scored using the below review criteria:

- 1) **Introduction.** 5 points. In no more than two pages, describe yourself/your business entity, and your experience with TAACCCT grants, community colleges, consortium-based

research projects, grants, data collection and reporting, curriculum design, and curriculum evaluation services.

- 2) **Technical proposal.** 50 points. Set forth a detailed curriculum evaluation work plan, including timelines for accomplishing each of the services listed in the “Service Requirements” section of this RFP. Scoring on this criterion will be based on the extent to which applicants present coherent strategies and deliverables, suggest feasible timelines, and demonstrate an understanding of the scope of the curriculum evaluation services needed.
- 3) **Organization and staff qualifications.** 20 points. Provide detailed information about your capacity to provide the Service Requirements, including your ability to manage the MoSTEMWINs consortium curriculum evaluation project, and the fiscal/ administrative aspects of the evaluator entity role. Scoring under this criterion will be based on the extent to which the applicant demonstrates that the proposed work: 1) will be led by a competent full-time curriculum evaluator entity; 2) will be assisted by staff supporting the curriculum evaluator entity (if deemed necessary) by subcontracting additional evaluators; 3) has a management structure that enables efficient and effective communication between grant management staff and consortium colleges; 4) uses systems and processes that enable timely and accurate reporting and allow for expedient procurement procedures that comply with federal, MCCA, and Metropolitan Community College (MCC) (if applicable) requirements, as well as federal relevant laws and requirements; 5) includes well-defined roles for the curriculum evaluator, consortium members, the grant Leadership Team, and subcontractors (again, if deemed necessary); and 6) provide no less than three clients for which it has provided similar grant curriculum evaluation services include their name and contact information along with a brief explanation of the project.
- 4) **Budget.** 25 points. The total amount budgeted for MoSTEMWINs curriculum evaluation services is \$25,000. Provide the total amount required to perform the curriculum evaluation services and, in three pages or less, describe in detail in a budget line item narrative the funding amount required in monthly increments for each of the following:
 - a) Personnel
 - b) Fringe benefits
 - c) Travel
 - d) Equipment
 - e) Supplies
 - f) Contractual

All items identified in the budget must be justified as reasonable and cost-effective.

Proposal Submission Guidelines

The closing date for this RFP is Monday October 17, 2016. All proposals must be received by 4 p.m. central standard time on that date; proposals received after that time will not be reviewed or considered unless the submission of a late proposal is specifically authorized in writing by MCCA.

Proposals may be no more than 18 single-sided, double-spaced 8.5 x 11 inch pages with 12 point font and one-inch margins.

All proposals must be submitted by email. Emailed proposals must be addressed to dawn.drinkard@mccatoday.org and within the email submission subject line note Curriculum Evaluation Services Bid Proposal along with the proposal as an attachment in PDF format.

The MoWINs Executive Advisory Committee will review proposals and recommend to the MCCA MoSTEMWINs Grants Director and MCCA President/CEO the person or entity they believe is best-qualified to act as the curriculum evaluation project lead. The MoSTEMWINs Grants Director and MCCA' President/CEO will have final authority to make contract award.